

U.S. District Court
Northern District of Iowa

Federal Court
Electronic Filing

Presentation for IALA

- May 5, 2006 – Sioux City Iowa



Federal Court Staff

- Susan Young – Systems Technology Admin.,
Project Manager

- Julie Hoch – Deputy-In-Charge, Lead
Programmer, Dictionary Specialist, Member of
National D.M.A.P Committee

Iowa Northern District



Electronic Filing

- Iowa Northern was the 16th federal district court to “go live” on e-filing, June 16, 2003.
- We currently have 2000 attorneys registered to e-file in our district.

National Status

<i>April 3, 2006</i>	
CMECF Underway in:	
201 Courts	
94 Bankruptcy Courts	92 Operational
93 District Courts	88 Operational
12 Appellate Courts	0 Operational
2 Other Courts	2 Operational

What's New?

- New Local Rules and Procedural Manual
 - Local Rules available for download from our website
- Attorneys can file sealed or ex parte documents with permission/order of the Court

Case Opening

- Iowa Northern and Iowa Southern are **leading the nation** in case opening by attorneys
- We recently trained AUSA to open their own criminal cases

Pay.Gov

- Iowa Southern has been operational on pay.gov for several months
- Iowa Northern is in the next wave of courts to go online with pay.gov, tentatively scheduled to go live in mid June

Electronic Summons

- Iowa Northern is now using electronic summons
- You do not have to submit summons forms to us

PDF Filesize Limit

- The size limit on pdf documents has increased from 2 megabytes to 4 megabytes

E-Filing in State Courts??

- The Iowa State Courts are doing preliminary investigation and planning for electronic filing
- Plymouth County in Northwest Iowa is vying to be a "pilot court"
- Leesa McNeil, State Court Administrator of the Third Judicial District, says it's just a matter of time before State Courts will be e-filing

Procedures/Corrections

- Statement of Interest-Conflict Lists
 - Judges' Conflict Lists are frequently updated and are posted on our website.

**United States District Court
Northern District Of Iowa
Judges Conflict of Of Interest List**

Administrative Order: PROCEDURE FOR IDENTIFYING CONFLICTS	
Director Judge Linda R. Beale	Chief Judge Mark W. Bennett
Chief Magistrate Judge John A. Janczy	Senior Judge Donald E. O'Brien
Senior Judge Edward J. McMahon	Magistrate Judge Paul A. Zinn
Statement of Interest Form	

Filing Documents Under Seal

- Effective January 1, 2006, revisions regarding sealed documents were made to portions of the Electronic Case Filing Procedures Manual and Rule 5.1c. of the Local Rules. A list setting out the documents CM/ECF users may now file electronically has been posted on our web site. Please remember, unless otherwise exempted, a party seeking to file documents under seal must file a motion requesting leave to do so. See LR 5.1c.
- See website for more information.

Supporting Documents and Leave of Court

- Supporting documents, overlength brief for example, should be added as an ATTACHMENT
 - File your motion to file overlength brief
- If the motion is granted, we will detach the overlength brief and file it

Naming Attachments

- Make sure to NAME ALL ATTACHMENTS!

Q2 MOTION for Summary Judgment by Defendant Daffy Test Duck. Responses due by 5/29/2006 (Attachments: # 1 Brief in Support of Motion for Summary Judgment# 2 # 3 Appendix Tabs A-K# 4)(jdh.) (Entered: 05/04/2006)

Select the document you wish to view:

Part	Description	
<u>1</u>	Main Document	1 page
<u>2</u>	Brief in Support of Motion for Summary Judgment	13 pages
<u>3</u>		18 pages
<u>4</u>	Appendix Tabs A-K	29 pages
<u>5</u>		4 pages

Corrections

- CALL if you make an error – don't attempt to correct it by re-filing!

"Gotchas"

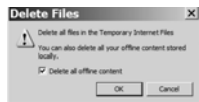
- Timing issue

Browser Cache

- We're getting several calls where users have docketed something and it doesn't show on the docket sheet.
- When items seem to disappear or your menus don't behave properly, it's usually a problem with the "cache".

Clearing Browser Cache

- Internet Explorer –
 - From the menu at the top, click TOOLS – INTERNET OPTIONS and click on the GENERAL tab
 - Next click on "Delete Files"
 - Check the box that says "Delete all offline content" and click OK



Clearing Browser Cache

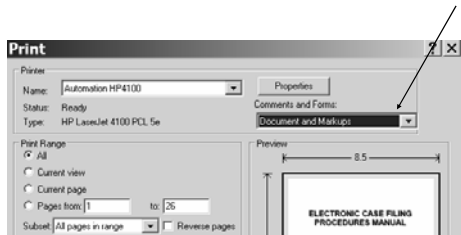
- Netscape–
 - From the menu at the top click EDIT – PREFERENCES
 - In the dialog box, click the plus sign or triangle next to the advanced menu choice.
 - In the ADVANCED group click "CACHE" and then click "Clear Disk Cache"

Clearing Browser Cache

- In Mozilla
 - On the top toolbar choose TOOL then OPTIONS.
 - Find the PRIVACY tab and click on it.
 - The last option in privacy should be "CACHE" – click on the CLEAR button.

PDF "Stamps" Won't Print

- File – Print – choose "Documents and Markups"



Redaction

- You must comply with the E-Gov Act of 2002 regarding redaction of information
- This is YOUR responsibility – we will not redact information from your filings
- Refer to L.R. 10.1 h
 - Social Security Numbers
 - Financial Account Numbers
 - Dates of birth
 - Names of Minor Children

Redaction Continued

- Exercise caution when filing unsealed documents that contain the following:
 - Driver's license numbers
 - Information on medical treatment or diagnosis
 - Employment history
 - Personal financial information
 - Proprietary or trade secret information
 - Information concerning a person's cooperation with the government
 - Information concerning crime victims
 - Sensitive security information
 - Home addresses

Metadata

- **Metadata** (Greek:Meta + Latin:Data "information"), literally "data about data", are information about another set of data

PDF Document - File - Choose Document Properties -

- Opens this screen – open the "Description" tab



Need Something From the Court?

- Any time you want the Court to ACT on something, it MUST be filed as a MOTION!!
- The "Notice" events do not appear on the Judges' motion lists and will remain in limbo unless caught by Quality Control or a phone call from you!

From The Southern District

- Remember to attach briefs, and other supporting documentation to motions and responses
- Please name attachments in document description box
- Do not forget to check box when filing first pleading
- Do not uncheck the "Notice" box
- Do not file Summons Returned Executed as Certificate of Service
- Do not forget /s/ signatures
- Remember to have a certificate of service on all filings even those electronically served (New for as of 1/1/06)
- Do not file a document twice, if you find an error please call the Help Desk.
- Verify proper case number
- Double check the image of the document before you file it.
- Southern District (Only) Help Desk answered 8:00am - 4:30pm Monday – Friday (515)284-6638

Questions?

- ecfhelp@iand.uscourts.gov
